

# BUDGET & PERSONNEL COMMITTEE MEETING

## A G E N D A

TOWN OF CHINCOTEAGUE

December 19, 2006 - 5:30 P.M. – Council Chambers – Municipal Center

CALL TO ORDER

PUBLIC PARTICIPATION

AGENDA ADOPTION

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1. Consider New Position Descriptions, Water Works Development Specialist
2. Consider New Position Descriptions, Technology Specialist
3. Consider Changes in the Mosquito Control Job Description
  - A) Mosquito Control Supervisor
  - B) Mosquito Control Technician

COMMITTEE COMMENTS

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## MEMORANDUM

To: Budget and Personnel Committee

From: Mike Cosby, Public Works Director

Date: November 8, 2006

Subject: Proposal for new part-time Waterworks position

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Attached is the job description for a proposed part-time position in our Water department. This position would be beneficial as it would:

- 1 – Provide a technical resource that would enable us to generally improve practices and policies. Recently we have been working on large, time consuming projects that have left little time to focus on operational improvements.
- 2 – Allow us to address important training needs on an in-house basis. Currently we only have one staff member who holds a waterworks license.
- 3 – Help reduce our reliance on outside contractors for the development and monitoring of projects.
- 4 – Alleviate some of the administrative burden from the Public Works Director.

The proposed salary for this position is \$12,480 per year. The Water department has been without a budgeted Waterworks Technician since the beginning of this fiscal year (24 weeks), so \$12,825 including benefits in the budget has not been spent. The projected total wages for the remainder of this fiscal year if the new position is filled on 12/11/06 (28 weeks) are \$6,720. There are larger questions with the Water budget that should also be discussed (large unplanned projects and uncertain collection of availability fees) but having a qualified person in this position is well worth the \$12,480 annual cost.

## **WATERWORKS DEVELOPMENT SPECIALIST**

### **GENERAL DEFINITION OF WORK:**

Performs complex professional and administrative work maintaining the quality of operations of the Town Waterworks: does related work as required. Part-time work which is performed under the general supervision of the Director of Public Works.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires climbing, crouching, reaching, standing, walking, fingering, grasping, and repetitive motions: vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities: the worker is subject to inside and outside environmental conditions, extreme cold, noise, hazards and atmospheric conditions.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Planning, monitoring and development of waterworks operations and projects; providing technical training and guidance to Town staff; maintaining records and files; preparing reports.**

Monitors and helps maintain quality and efficiency of waterworks operations;

Develops and executes training and development activities for Town staff;

Assists in the design of projects, including bid specifications and bid packages;

Participates in the selection of private contractors for services;

Makes field inspections of projects to ensure quality control;

Prepares a variety of correspondence concerning waterworks operations;

Assists and advises Town staff in the preparation of required reports and permits;

Participates in the review and establishment of operating policies and procedures;

Assists in the development of department budget and capital improvement planning;

Performs related tasks as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Comprehensive knowledge of the methods and techniques used in the operation, maintenance, rehabilitation and construction of waterworks facilities; thorough understanding of technical and environmental issues involved in the planning, design and operation of a public water supply system; ability to design and implement departmental training program; ability to review and analyze plans and specifications for the construction of waterworks facilities; ability to develop comprehensive operational policies and procedures; ability to prepare technical reports.

### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in civil engineering or related field and extensive experience in a responsible position in the waterworks field.

### **SPECIAL REQUIREMENTS:**

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Possession of a Class II Waterworks Operator license issued by the Commonwealth of Virginia.

## MEMORANDUM

TO: Budget and Personnel Committee

FROM: Robert G. Ritter, Jr., Town Manager

DATE: November 16, 2006

SUBJECT: Information Technology Specialist

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Attached is a position description for a new position in General Government for an Information Technology Specialist. Currently, the Town hires a contractor to support our computer hardware, server and website maintenance. There is an increasing amount of work to be performed by this contractor to maintain the servers for the Police Department, Town Office and the website. Assistance is also needed to maintain our GIS system. In addition, the Town will be upgrading our software shortly and we will need to assign administrator duties to someone with an already full workload. These duties could be assigned to the Information Technology Specialist. This position would be fulltime as many of the duties would be solving urgent unexpected technical issues which are arising more often.

With your recommendation and Council's approval this position would be funded from the General Government current salary level and \$10,000 from Police Department salaries. The wage classification for this position would be Grade 15-16 with a starting salary of \$26,811.20. Future fiscal year funding would include \$5,000 from the Police Department salaries, \$5,000 from emergency dispatch salaries, and the balance from General Government salaries. We would add this position to the water cost allocation plan, therefore some funding would be reimbursed from the water fund. In addition, there would be a decrease for website maintenance and equipment maintenance as these would be performed in-house. No new revenue sources would be used in funding this position or any other position with the Town.

If it is the Committee's desire a motion could be made "to recommend the Information Technology Specialist position to Council."

## **TECHNOLOGY SPECIALIST**

Exempt (Grade 15)

### **GENERAL DEFINITION AND CONDITIONS OF WORK:**

Incumbent performs technical support duties in the operation of the Town's computer systems/services including the Local Area Network (LAN) and Intranet. Troubleshoots and diagnoses system failures to isolate the source of the problem between equipment, system software and applications. Installs and tests equipment and their associated peripheral devices. Performs installation diagnostics, provides technical advice, and provides support for standard software programs. Installs and tests package software and utilities. Serves as the Network Administrator and manages the LAN system. Determines placement of, configures network cabling, troubleshoots and maintains servers, hubs, routers, and switches. Serves as Webmaster by developing and maintaining the Town's website. No major technical changes, instrument purchases, or upgrades should be conducted before consulting with the Technology Specialist. Work is performed under the general supervision of the Town Manager.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

- Security – plan, develop, implement, and maintain programs, policies, and procedures to protect the integrity and confidentiality of systems, networks, and data.
- Backup - Maintain backup system for all data on the Town's computer systems.
- Systems Analysis – consult with staff to refine functional requirements and translate functional requirements into technical specifications.
- Applications Software – translate technical specifications into programming specifications; develop, customize, or acquire applications software programs; and test, debug, and maintain software programs.
- Operating Systems – install, configure, and maintain the operating systems environment including system servers and operating system software on which application programs run.
- Network Services – test, install, configure, and maintain networks including hardware (servers, hubs, bridges, switches, and routers) and software that permit the sharing and transmission of information.
- Internet – provide services that permit the publication and transmission of information about agency programs to internal and external audiences using the Internet.
- Systems Administration – install, configure, troubleshoot, and maintain hardware and software to ensure the availability and functionality of systems.
- Server Administration - Maintain all servers, including the Town Office Server, Police Department Server, Web Server/Mail Server, and Audio Server.
- User Support – provide technical support to staff that need advice, assistance, and training in applying hardware and software systems.
- Procurement – provide technical advice for all computer related purchases.
- Webmaster – Develop and maintain Town's web site including frequent postings of calendars, agenda packets, minutes, and audio for all council and committee meetings. Maintains forum and posts news and public announcements.
- Assist the Town Manager on special projects and as otherwise required.
- May attend meetings and help prepare agenda packets for Town meetings as required.
- GIS updates on the system.
- Performs related task as required.

### **KNOWLEDGE SKILLS AND ABILITIES:**

Thorough knowledge of network standards, protocols, and procedures; the ability to develop, configure, install, and maintain networked systems including Local Area Networks (LANs) and Wide Area Networks (WANs); ability to install, configure, and maintain operating systems components and install updates and temporary fixes to existing programs. Extensive knowledge of Microsoft Windows XP & Windows 2000 Operating Systems, Microsoft Windows Server 2003/2000, and Microsoft Windows Server 2003 Web

Edition. Proficient in the use of all Microsoft Office products, including Microsoft FrontPage web-design software, HTML and DHTML code. Knowledge of Microsoft DNS, DHCP, Routing & Remote Access, Active Directory, IIS, & FTP services. The ability to create easily navigable Web pages, and the ability to evaluate code and repair errors. The ability to establish and maintain effective backup and recovery procedures. Skilled in the use of audio visual equipment. Extensive knowledge of the following protocols: Transport Control Protocol, Internet Protocol, User Datagram Protocol, Hyper Text Transfer Protocol, File Transfer Protocol, Domain Name System, Simple Mail Transfer Protocol, Post Office Protocol, Lightweight Directory Access Protocol, Virtual Private Network, Point-to-Point Tunneling Protocol, Layer 2 Tunneling Protocol, Point-to-Point Protocol over Ethernet, Real Time Streaming Protocol, Microsoft Media Server Protocol.

**EDUCATION AND EXPERIENCE:**

Must have high school diploma, CompTia A+, and CompTia Network+ Certifications. Microsoft certified a plus. At least two years of experience in related field.

## MEMORANDUM

To: Budget and Personnel Committee

From: Mike Cosby, Public Works Director

Date: December 15, 2006

Subject: Mosquito Control Job Description Changes

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For the upcoming season I would like to move towards operating Mosquito Control as a separate entity from Public Works. This past year we ran the department all season with two full time and one part time Public Works employees. The pay for the full time workers was at their overtime rate. I propose to handle future mosquito control activities on a part-time, seasonal basis. This type operation worked well for Mr. Van Dame in our trolley operation and I believe we could achieve similar results in Mosquito Control.

Attached are two job descriptions, both for part time, seasonal positions. The supervisor position would start in February and end in October, while the technician positions would start later and end sooner. I would like to expand the scope of work in mosquito control to include drainage maintenance work, grass cutting and weed control. Last year we started spraying every day at 4 p.m. Next year I would like to have the workers come in at 1 p.m. two or three days per week and perform the above mentioned maintenance work prior to the fogging schedule. This mosquito related work would free up Public Works staff for other projects, and would be much more cost effective as we would not have to pay the part time help overtime or incur benefit costs.

We will still have at least one full time staff member with a license for back up purposes. I am aware of an outstanding candidate for the supervisor and one of the part time positions, so I am optimistic that we can find enough people interested in this work arrangement.

## **MOSQUITO CONTROL SUPERVISOR**

### **GENERAL DEFINITION AND CONDITION OF WORK:**

Provides supervision of mosquito control operations and performs skilled work in the application of chemicals to eradicate mosquitoes; does related work as required. Part-time, seasonal work is performed under regular supervision of Public Works Director.

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects: work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, and repetitive motions: vocal communication is required for expressing or exchanging ideas by means of the spoken word: hearing is required to perceive information at normal spoken word levels: visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities: the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards atmospheric conditions, and oils.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Supervising mosquito control operations; spraying areas to eradicate mosquitoes and other insects, maintaining equipment; maintaining records and files, preparing reports.**

Participates in the recruitment and selection of mosquito control technicians;

Provides technical and safety training for mosquito control technicians;

Responds to citizen complaints;

Tracks mosquito populations; counts mosquitoes at various locations;

Researches and evaluates various mosquito control methods;

Checks standing water areas for mosquito larvae;

Performs drainage inspections;

Schedules and supervises drainage, source reduction and other mosquito control related activities;

Assists in the scheduling of aerial sprays and coordinates aerial spray notification procedures;

Operates fogging equipment on designated routes;

Develops fogging routes and schedules;

Mixes and stores chemicals according to specifications;

Monitors inventory levels;

Orders supplies according to established purchasing policies;

Performs maintenance on equipment; ensures proper calibration of equipment;

Keeps records of activities;

Performs related tasks as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of the safe methods to chemically eradicate insects; thorough knowledge of the use of chemical pesticides; ability to establish and maintain effective working relationships with staff and the general public; ability to understand and carry out oral and written instructions; ability to operate vehicles safely in residential neighborhoods.

### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from high school and considerable experience in mosquito control.

### **SPECIAL REQUIREMENTS:**

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Possession of a Pesticide Applicator certificate, Category B Public Health Pest Control, issued by the Commonwealth of Virginia.



## **MOSQUITO CONTROL TECHNICIAN**

### **GENERAL DEFINITION AND CONDITION OF WORK:**

Performs intermediate semiskilled work in the application of chemicals to eradicate mosquitoes; does related work as required. Part-time, seasonal work is performed under regular supervision.

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects: work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, and repetitive motions: vocal communication is required for expressing or exchanging ideas by means of the spoken word: hearing is required to perceive information at normal spoken word levels: visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities: the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards atmospheric conditions, and oils.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Spraying areas to eradicate mosquitoes and other insects, maintaining equipment; maintaining records; performing drainage and other mosquito reduction activities.**

Responds to citizen complaints;

Tracks mosquito populations; counts mosquitoes at various locations;

Checks standing water areas for mosquito larvae;

Performs drainage work, source reduction and other mosquito control tasks;

Operates fogging equipment on designated routes;

Handles and applies chemicals according to specifications;

Performs maintenance on equipment; ensures proper calibration of equipment;

Keeps records of activities;

Performs related tasks as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of the safe methods to chemically eradicate insects; thorough knowledge of the use of chemical pesticides; ability to establish and maintain effective working relationships with staff and the general public; ability to understand and carry out oral and written instructions; ability to operate vehicles safely in residential neighborhoods.

### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from high school and the ability to obtain required certification prior to mosquito season.

### **SPECIAL REQUIREMENTS:**

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Possession of a Pesticide Applicator certificate, Category 60 Registered Tech, issued by the Commonwealth of Virginia.